Reference Guide for the New Teacher Evaluation System

All teachers are to receive an orientation to the evaluation process within 2 weeks of their first day (possibly include in opening day meeting)

1. All teachers complete a self-assessment each year (it’s the same form used for observations)-not collected but used to develop PDP
2. All teachers complete a PDP each year (using input from the previous year’s summative for those who had one); Mentors will now be required to participate in the development and review of PDPs for Beginning Teachers
3. All teachers receive an initial review, a mid-year review and an end-of-year review of PDP
4. The same PDP form is used with all teachers. There are 3 types:
5. Individual Plan (teacher created-all is well)
6. Monitored Plan (teacher and administrator create together because teacher was rated “developing” on any standard on their previous year’s summative)
7. Directed Plan (administrator created because teacher was rated “not demonstrated” on any standard from previous year’s summative or was rated “developing” on their summative for two sequential years)
8. Administrators can move teachers to other versions of PDP as need arises throughout the school year
9. Beginning Teachers (1st, 2nd or 3rd year of teaching) and Probationary teachers (don’t have tenure yet) receive 4 formal observations and a summative (3 observations from admin and 1 from a peer)
10. Career (have tenure with ABSS) teachers in license renewal receive one formal observation, two informal observations and a summative (no peer required)
11. Career teachers NOT in license renewal receive two informal observation and a summative on standards one, four, and six.
12. Formal observation=45 minutes; Informal Observation=20 minutes (same form is used for both)
13. The first formal observation must be announced and a pre-observation conference must be held prior to this observation-discuss self-assessment, PDP & lesson to be observed during this conference-subsequent observations may be unannounced
14. Before you conducting an observation, any observer should familiarize themselves with the standards, elements and rows of indicators within the observation document to assist with data collection and data analysis
15. To begin completing the online observation document, type in all relevant information at the top of the form
16. As you read through the document, it will be divided by the 5 Professional Teaching Standards-within each Standard, there are elements (labeled in a-b-c order) and within each element, there are rows of indicators to match each performance rating scale
17. As you read through each standard and their elements, you will notice a check mark on the left next to some rows within an element; the check mark indicates that this row can be observed during a classroom observation
18. Any rows that do not have a check mark may require other evidences and artifacts presented in a post-observation conference setting to allow you to choose a rating for them and/or make comments in reference to them; however, it is not necessary to see and/or rate every row within every element within every standard in one classroom observation-if no boxes are checked within a row and no comments are made in the Not Demonstrated column, this will indicate that the area was not addressed during an observation or a post-conference as it was deemed non-detrimental to the success of the lesson, the teacher and students
19. There is a Not Looked For check box located in the bottom corner of the Not Demonstrated column-this can be used when an observer chooses not to rate a row or rows within a standard
20. If an observer feels that a row within an element is Not Demonstrated (either during the observation or the subsequent post-observation conference), then comments for improvement are required
21. Detailed scripting (observation data collection) is not required but recommended for any areas where an observer may choose Not Demonstrated and/or any comments for improvement
22. Since some areas may be Not Looked For, we do not assign ratings to individual classroom observations-the performance rating scales are there to assist with a growth model mentality throughout the year
23. A post-observation conference needs to take place in the teacher’s classroom no later than 10 school days following the observation
24. Focus on the rows, elements and standards that were checked and/or commented on in the post-observation conference-discuss areas of success and areas in need of improvement-teachers are allowed to produce evidences and artifacts to support rows, elements and/or standards
25. It will be helpful for the teacher to review the observation prior to the post-observation conference to enable them an opportunity to gather artifacts for the meeting
26. The administrator will visit the teacher and make any necessary changes to the observation based on artifacts, the discussion, etc.  It’s also possible no changes will be made.  (If changes are made, the administrator can click the save icon and refresh the screen to view the changes.  Do not click the done icon yet since both parties will be adding electronic signatures.)
27. Once all changes have been made and both are ready to sign, the administrator needs to scroll to the bottom of the observation document and look for the check box for the Principal/Evaluator Signature. When they click on the box, a separate small screen appears containing their UID number.  They enter their password and click on authenticate. (Once the document has been signed by the administrator, no changes can be made and the form cannot be unlocked.)
28. After the administrator has electronically signed their observation, the teacher then needs to sign into the system and read the observation, view any changes and look for the Teacher Signature check box on the left side at the bottom of the observation page and assuming all is well, click on the check box next to Teacher Signature.  (It is possible for both to sign from the administrator’s login information but this will not allow teachers to add any comments at the bottom in the Teacher’s Comments section.)
29. When the teacher clicks on this box, a separate small screen appears containing their UID number.  The teacher then enters their password and clicks on authenticate.  Once the teacher has done this, the Teacher’s Comments box is live and available for teachers to add any further information but only if they are logged into the system under their own UID and password. Any comments must be entered at the time teachers sign the document.
30. After both parties have signed the form, refreshing the screen will show the checkboxes have been filled and the observation is complete.
31. After a teacher has signed the form, the teacher should log into the system (if they aren’t already) and go to the Observation Status screen. There, teachers need to change the TEA Status box from Edit Mode to Completed. The teacher has now fully completed their part of the process.
32. Administrators should now click on the done icon at the top of the screen from their login information. (Another save prompt may appear-just click ok). They will then be automatically taken to the Observation Status screen. Administrators then need to change the PRI Status box from Edit Mode to All Done.  The administrator will then click on the box entitled Approved and Completed by Principal. (You **DO NOT** need to click on Approved by Administrator.)
33. If the teacher has not changed their TEA Status to completed, administrators will be given a prompt asking if they are sure they want to continue. As long as an administrator knows the teacher has signed the form, they can ignore this prompt and click ok.